

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:  
Hours for Submitting Applications in Person, Licensing No. 1, Amended
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:  
November 6, 1996
3. Summary of the contents of the substantive policy statement:  
Licensing will stop taking walk-in applicants at 4 p.m. each business day. This will give the licensing technician adequate time to go over the application with each client.
4. A statement as to whether the substantive policy statement is a new statement or a revision:  
This substantive policy statement is an amended document as of November 6, 1996.
5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:  
Name: Licensing Manager or Supervisor  
Address: 800 West Washington, 5th Floor  
Phoenix, Arizona 85007  
Telephone: (602) 542-9055  
(602) 542-9059
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:  
A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Department of Liquor Licenses and Control, 800 West Washington, 5th Floor, Phoenix, Arizona 85007.